
Appendix I

Interdepartmental Billing Process Chargeback, Buyer & OSC Responsibilities

Interdepartmental Billing Process

Chargeback, Buyer & OSC Responsibilities

	Chargeback	Buyer	OSC
Authorization	<p>A department seeking chargeback status submits a "CHARGEBACK DEPARTMENT AUTHORIZATION FORM" and "On-Line Access Request Form" for D-16 Security to the Legal Unit of the Office of the Comptroller (OSC) with copies of legislation authorizing chargeback goods or services.</p>	N/A	<p>The Office of the Comptroller (OSC) reviews the documentation and, if sufficient legislative authorization for chargeback, enters and activates CHIBK table on MMARS.</p> <p>(Using, as a reference, the code (Expenditure Classification Handbook) on ACSI table.</p> <p>If chargeback is new, the OSC accounting dept works with Budget Bureau (RAD) to establish the appropriation account on the REVB (revenue budget) Table under appropriate revenue source code. The REVB table must be set up for the ACSI and CHIBK tables to accept entries for a CHIBK department.</p>
Encumbrance	<p>An IE must be completed by the CHIBK and Buyer departments prior to the delivery of goods and services. The IE is necessary to set aside sufficient funds for the payment of chargeback goods and services.</p> <p>The CHIBK department enters an estimated chargeback amount on the CHIBK table on MMARS. (The amount is based upon historical data of use, a percentage assessment, or the estimated or negotiated charge (based upon CHIBK dept's actual cost) for that good or service.)</p> <p>The CHIBK department enters the name address of the buyer contact on the IBDC Table.</p> <p>The CHIBK department can also enter a specific message to be printed on the IE (IETX, IDTX, IVTX Tables)</p> <p>The MMARS system references the ACSI and CHIBK tables to ensure that the dept is an authorized chargeback department and that the identified charge is authorized. then MMARS generates an on-line IE shell. A hard copy of the IE shell is automatically printed and the chargeback department is responsible for sending this to the Buyer department.</p> <p>The CHIBK department may use the system to send automatic system generated late notices to Buyer department that fail to complete and encumber an IE within 30 days.</p>	<p>The Buyer department reviews the IE. Any disputes in charges or modifications are resolved by CHIBK and Buyer departments.</p> <p>The Buyer data enters the appropriate information on MMARS to complete the IE on-line designating the Buyer appropriation account(s) and subsidiary(ies) to be charged.</p> <p>The system verifies that the appropriation account(s) is current and has sufficient funds available to cover the IE amount. If these edits are completed, the IE goes to "DONE" status on MMARS.</p> <p>Buyer departments are responsible for encumbering IEs within 30 days of receipt, absent extraordinary circumstances (dispute over amount, incorrect information, insufficient allotments)</p>	<p>OSC acts as a mediator of last resort in the event a Buyer department fails to/refuses to encumber IE after 30 days and after diligent efforts by the CHIBK department to obtain an IE.</p> <p>Upon approval of Comptroller, OSC may encumber funds on Buyer department's behalf.</p>

Interdepartmental Billing Process

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	Chargeback	Buyer	OSC
Reports (IE)	OMIS generates and distributes MMARS reports. The CHBK department is responsible for fiscal management of chargebacks including setting charges, ensuring that departments are timely billed, receiving and reviewing MMARS reports and on-line MMARS Tables, and ensuring that bills are timely paid by Buyer departments.	OMIS generates and distributes MMARS reports. The Buyer department is responsible for fiscal management, sufficiently encumbering and paying chargeback bills, including receiving and reviewing MMARS reports and on-line MMARS Tables and timely processing IBs within 30 days.	OSC has designed reports and on-line tables on MMARS to assist departments in tracking IBs. In addition, access to the Information Warehouse will provide departments with ad hoc reporting capabilities.
IV	CHBK department invoices the Buyer department for payment of goods and services provided by using an IV. The CHBK department enters the Buyer department's name and org on MMARS and locates information for the previously processed IE. The CHBK department enters the amount of the IV (either for the full amount of the IE or a partial payment) and the date that the system will generate the IV. The system generates a hardcopy of the IV which is mailed to the Buyer department by the CHBK department.	The Buyer department reviews the IV information. Any disputes in the amount are resolved by CHBK and Buyer departments. The Buyer schedules ("Q's") the IV and the system transfers funds from the Buyer account(s) to the authorized CHBK account. The fund to fund transfer updates MMARS tables, including the APR and REVV tables. Buyer departments are required to process IVs within 30 days of receipt.	OSC acts as a mediator of last resort in the event a Buyer department fails to/refuses to process an IV after 30 days, and after diligent efforts by the CHBK department to obtain payment. Upon approval of Comptroller, OSC may process an IV on Buyer department's behalf.
Reports (IV)	The system sends automatically system generated late notices for Buyer departments that fail to complete and process the IV within 30 days. The CHBK department is responsible for mailing notices to Buyer departments.	OMIS generates and distributes MMARS reports. The Buyer department is responsible for fiscal management, sufficiently encumbering and paying chargeback bills, including receiving and reviewing MMARS reports and on-line MMARS Tables and timely payment of IVs within 30 days.	OSC has designed reports and on-line tables on MMARS to assist departments in tracking IVs.

Appendix II

Interdepartmental Table Summary Matrix Chargeback, Buyer & OSC Responsibilities

Appendix III

Interdepartmental Table Summary Matrix Chargeback Department Authorization Form



OFFICE OF THE STATE COMPTROLLER

815 CMR 6.00

CHARGEBACK DEPARTMENT AUTHORIZATION FORM

PLEASE COMPLETE SEPARATE AUTHORIZATION FORM FOR EACH CHARGEBACK GOOD/SERVICE

[The following information will appear on the ACSI and the CHBK Tables on MMARS]

FISCAL YEAR: _____

DEPARTMENT: _____

Master ISA Number: _____

ADDRESS: _____

DEPT. CONTACT PERSON: _____ [person to be listed on the MMARS screen]

TELEPHONE: () _____ ext. _____

DETAILED DESCRIPTION OF CHARGEBACK GOODS/SERVICES: [Title good or service to be listed on MMARS Tables] _____

[Please complete all blanks below. If marked "optional" and information is either inapplicable or unknown, leave blank]

OBJECT CODE(S): _____ [this may be changed by CTR]

FUND: _____ PROGRAM: _____

RSRC/SUB (revenue source code/sub rev code): _____

APPROPRIATION/SUB (receipt account number/subsidiary): _____

ORGN/SUB (optional, department org code/subsidiary to receive revenue): _____

REPT CAT (optional, reporting category): _____ TYPE (optional, P-Project; C-Client; G-General reporting category) _____

PRJ/CL/GRC (optional: general reporting category/project codes) _____

CHARGEBACK TYPE (check one option only):

- ☐ Statewide (SW) (mandated charges, all state depts)
☐ Ad Hoc (AH) (upon request, state depts only)
☐ Public Fee (PF) (upon request, state depts & gen public)

[NOTE: municipalities, cities, counties, towns, quasi-public entities and authorities are considered the "general public" for chargeback purposes, NOT state depts. Only state departments that are on MMARS are considered state departments.]]

BILL FREQ: A Ad Hoc (manual entry as required) _____ (Please Note: Departments may request M-Monthly; Q-Quarterly; S-Semi-Annually or Y-Yearly Automatic Billing Frequency options if department is capable of pre-determining chargeback amounts for these periods and only limited adjustments will be needed at end of fiscal year.

*** PLEASE ATTACH ALL OF THE FOLLOWING OR CHARGEBACK CANNOT BE PROCESSED: ***

1. A Photocopy of citation and language of the specific legislative authorization to charge for these goods and services.
2. Listing of per unit rates for chargebacks or formula for establishing rates, including any supporting documentation
3. A completed *On-Line Access Request Form* for each NEW individual to receive D-16 MMARS Security who did not already receive D-16 MMARS security in FY'94 or FY'95.

PLEASE SUBMIT COMPLETED FORMS TO:
THE OFFICE OF THE STATE COMPTROLLER

ATTN: LEGAL Room 909 One Ashburton Place Boston, MA 02108 (617) 727-5000 ext 218.